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ABSTRACT

This guide for athletic coaches offers a practical approach to the administrative functions of organizing, planning, leading, and controlling. Included are chapters on coaching administration, fund raising, organizing competitions, and designing effective budgets and controls. The guide addresses the following topics: (1) the categories of essential administrative skills for coaches, (2) the underlying processes of administration, (3) the goals of and steps to successful planning, (4) leadership skills and the importance of being a motivator, (5) the six steps in the decision-making process, and (6) a zero-based budget format that will help coaches justify and prioritize budget requests. (JD)

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